



DEPARTMENT OF THE NAVY  
NAVAL EDUCATION AND TRAINING PROFESSIONAL  
DEVELOPMENT AND TECHNOLOGY CENTER  
6490 SAUFLEY FIELD ROAD  
PENSACOLA, FLORIDA 32509-5237

Canc: 01 May 04  
IN REPLY REFER TO:

NETPDTCNOTE 5060  
Code 01

MAR 16 2004

**NETPDTC NOTICE 5060**

Subj: CHANGE OF COMMAND

Encl: (1) Assignments  
(2) Schedule of Events  
(3) Dais Area Diagram - National Museum of Naval Aviation

1. **Purpose.** To provide information, outline procedures and assign responsibility for the NETPDTC Change of Command.
2. **General.** Captain Gary B. Dye, USN, will be relieved as NETPDTC Commanding Officer by Captain Paula M.P. Ricketts, USN, during a Change of Command Ceremony at 1000, 8 April 2004, to be held at the National Museum of Naval Aviation.
3. **Attendance.** There will be a mandatory formation of all NETPDTC military personnel. All civilian employees are cordially invited to attend.
4. **Uniform.** Uniform requirements are:

Officers:	Summer White
E7-E9:	Summer White
Escorts/Ushers:	Full Dress White (Female/skirts)
Participants:	Full Dress White (Female/skirts)
ASF for VIP parking:	Summer White
Guests:	Summer White Appropriate Civilian Attire
5. **Action.** Enclosure (1) provides assignments. Enclosure (2) is a schedule of events. Enclosure (3) is a Dais Area Diagram.
6. **Rehearsal.** A rehearsal for key participants will be held at the National Museum of Naval Aviation, at 1400 Tuesday, 06 April 2004. Key personnel identified as follows:

**MAR 16 2004**

- CDR Maitner
- LT Mullen
- CTMCM(SW/AW) Lamontagne
- BMC(SW) Phillips
- MUCS Engwis
- JOCS(AW/SW) Updike
- PHC(AW) Wimett
- Boatswain's Mate
- Side Boys
- Ushers
- Escorts
- Bell Ringer
- STSCS(SS) Rickman

7. **Rehearsal**: If necessary, there will be an additional rehearsal for all participants at the National Museum of Naval Aviation at 1300 Wednesday, 7 April 2004.

8. **Action Plan - Day of Ceremony**: On 8 April 2004 the following Change of Command plan of action is established:

- a. Parking (delineate parking areas/VIP)
  - 6 VIP by Cubi Point
  - Front Row 30 - 40 spaces
- b. Guest Speaker Arrival (0950)
  - VADM Harms
- c. Formation
  - 0900 Muster in ceremonial area
  - 0920 Formation
- d. Logistics
  - Water glasses behind podium
  - Hand out programs (ushers)
  - Place programs on VIP chairs
- e. Set up/clean up/break down(CTACS Conti/CTMCS(SW) Talbott)
  - 0800 Working party
  - Clean up immediately following ceremony.

  
G. B. DYE

Distribution: (NETPDTCTINST 5216.1G)  
List I, II

MAR 16 2004

ASSIGNMENTS

1. Overall Coordinator. Action Officer - LT Mullen.  
Departments and individuals below will coordinate all assigned responsibilities through the Action Officer.

a. Action Officer

- (1) Write script and coordinate with NETC protocol.
- (2) Prepare Commanding Officer's and Prospective Commanding Officer's orders for reading at ceremony.
- (3) Coordinate preparation of awards and certificates for reading at ceremony with assistance from Admin committee.
- (4) Oversee and monitor progress of all tasking involved in Change of Command preparation by committees and individuals for delegated areas of responsibility.

b. Action Officer and Assistants

- (1) Develop program (draft rough/smooth and coordinate printing with DAPS). (CO/PCO/DMC(SW/AW) Crooke).
- (2) Arrange set-up of Change of Command area to include chairs, bunting, awards table, carpet, bullets, ships bell and check PA system. Prepare final reserved seating list and diagram for ceremony. Place seating cards/programs on designated chairs. (BMC(SW) Phillips).
- (3) Check bunting for cleanliness and proper size. (BMC(SW) Phillips).
- (4) Arrange for ceremonial band. (MUCS Engwis).
- (5) Arrange for medical personnel to standby during ceremony. (HMCM(SW/AW) Hopkins).
- (6) Arrange for the reception at NASP Officers' Club following the ceremony; snacks and drinks at Radford Lounge, National Museum of Naval Aviation; and Change of Command cake including delivery to NASP Officers' Club. (CSC(SW) Robert).

c. Admin Committee(YNC(SW) DeJesus/Linda Loman/Al Bush)

- (1) Coordinate design and printing of the invitations.
- (2) Coordinate preparation of the official guest list.
- (3) Coordinate mailing and track return of invitations.
- (4) Draft Change of Command and Transfer of Command correspondence for CO signature.

Enclosure (1)

MAR 16 2004

(5) Draft Change of Command and assumption of command area messages and coordinate release.

(6) Submit Plan of the Week notices.

(7) Provide information to VADM Harms' speech writer.

(8) Obtain VADM Harms' schedule for day of ceremony.

(9) Prepare labels to place on VIP/family programs.

(10) Prepare reception info and directions to place in VIP/family programs.

d. Security (STSCS(SS) Rickman)

(1) Arrange NASP security support and place COC signs from main gate to COC site.

(2) Provide ASF personnel to assist with VIP parking.

(3) Provide portable radios for 2-way communications.

e. Command Master Chief (CTMCM(SW/AW) Lamontagne)

(1) Provide Boatswain's Mate for ceremonial piping of VIPs.

(2) Provide Bell Ringer.

(3) Arrange for Honor Guard.

(4) Arrange for plaque for Navy Band.

(5) Arrange for eight Side Boys for Change of Command Ceremony.

(6) Arrange additional transportation as required.

f. Public Affairs Arrangements (JOCS(AW/SW) Updike/PHC(AW) Wimett)

(1) Coordinate with NASP Photo Lab to provide still photo and videotape coverage.

(2) Prepare message for marquee at front gate.

(3) Write a media release and arrange for television and newspaper coverage on the day of the ceremony.

(4) Prepare farewell video.

(5) Media escort (civilian).

2. Ushers. SCPO/CPO will serve as ushers as needed.

MAR 16 2004

SCHEDULE OF EVENTS

0800 Set up ceremony area

0830 Set up Radford Lounge

0900 Arrival of all participants

0920 Captains Dye and Ricketts and their families arrive. Escort to Radford Lounge

Formation fall in

0930 Seating of guests

0950 Escort family/guests to seats

CDR Frusti proceeds to ceremonial area (DAIS)

0955 VADM Harms arrives

1000 MC: GOOD MORNING LADIES AND GENTLEMEN.  
WELCOME TO THE NATIONAL MUSEUM OF NAVAL  
AVIATION FOR THE NAVAL EDUCATION AND TRAINING  
PROFESSIONAL DEVELOPMENT AND TECHNOLOGY  
CENTER, CHANGE OF COMMAND. WE WILL BE  
OBSERVING OUTDOOR PROTOCOL TODAY, SO MILITARY  
PERSONNEL PLEASE REMAIN COVERED

MC: FORMATION, ATTENTION WILL THE GUESTS  
PLEASE RISE FOR THE ARRIVAL OF THE OFFICIAL  
PARTY AND REMAIN STANDING UNTIL THE  
CONCLUSION OF THE INVOCATION

Sound 4 bells CAPTAIN, UNITED STATES NAVY, ARRIVING  
Pipe aboard

**MAR 16 2004**

Sound 4 bells      NAVAL EDUCATION AND TRAINING  
Pipe aboard          PROFESSIONAL DEVELOPMENT AND  
                         TECHNOLOGY CENTER ARRIVING

Sound 8 bells      NAVAL EDUCATION AND TRAINING ARRIVING  
Pipe aboard

BAND                RUFFLES AND FLOURISHES

MC                  PARADE THE COLORS

BAND                NATIONAL EMBLEM MARCH DURING MOVEMENT OF  
                         COLORS

MC                  POST THE COLORS

BAND                NATIONAL EMBLEM MARCH DURING MOVEMENT OF  
                         COLORS

MC                  CDR FRUSTI WILL NOW OFFER THE INVOCATION

CHAPLAIN          INVOCATION

MC                  WILL THE GUESTS PLEASE BE SEATED,  
                         FORMATION, PARADE REST

BOATSWAIN'S MATE, POST SIDE BOYS

MC                  LADIES AND GENTLEMEN, CAPT GARY DYE,  
                         COMMANDING OFFICER, NAVAL EDUCATION AND  
                         TRAINING PROFESSIONAL DEVELOPMENT AND  
                         TECHNOLOGY CENTER

CAPT DYE INTRODUCES VADM HARMS AS GUEST SPEAKER

VADM HARMS      REMARKS

MC READS CAPT DYE EOT AWARD

MAR 16 2004

CAPT DYE            REMARKS

CAPT DYE            I WILL NOW READ MY ORDERS

MC                   FORMATION ATTENTION

CAPT DYE - READS ORDERS AND TURNS TO CAPT RICKETTS:

I STAND READY TO BE RELIEVED

CAPT RICKETTS - READS ORDERS AND TURNS TO CAPT DYE

I RELIEVE YOU SIR

CAPT Dye/CAPT Ricketts - turn to VADM Harms:

CAPT Dye            ADMIRAL, I HAVE BEEN RELIEVED

VADM HARMS        VERY WELL

CAPT RICKETTS      ADMIRAL, NAVAL EDUCATION AND TRAINING  
PROFESSIONAL DEVELOPMENT AND  
TECHNOLOGY CENTER  
REPORTING FOR DUTY

VADM HARMS        VERY WELL

MC                   FORMATION, PARADE REST

LADIES AND GENTLEMEN, CAPT PAULA  
RICKETTS, COMMANDING OFFICER, NAVAL  
EDUCATION AND TRAINING PROFESSIONAL  
DEVELOPMENT AND TECHNOLOGY CENTER"

CAPT Ricketts      REMARKS

MC                   FORMATION, ATTENTION. WILL THE GUESTS  
PLEASE RISE AND REMAIN STANDING FOR THE  
BENEDICTION, RETIRING OF THE COLORS AND

**MAR 16 2004**

**DEPARTURE OF THE OFFICIAL PARTY**

MC            ``CHAPLAIN FRUSTI WILL NOW DELIVER THE  
BENEDICTION"

CDR FRUSTI    BENEDICTION

BAND           PLAYS NAVY HYMN

MC            RETIRE THE COLORS

``POST SIDE BOYS"

**NAVAL EDUCATION AND TRAINING DEPARTING**

SOUND EIGHT BELLS.   PIPE OVER.

MC            CAPTAIN, UNITED STATES NAVY, DEPARTING

SOUND FOUR BELLS.   PIPE OVER.

MC            NAVAL EDUCATION AND TRAINING PROFESSIONAL  
DEVELOPMENT AND TECHNOLOGY CENTER  
DEPARTING

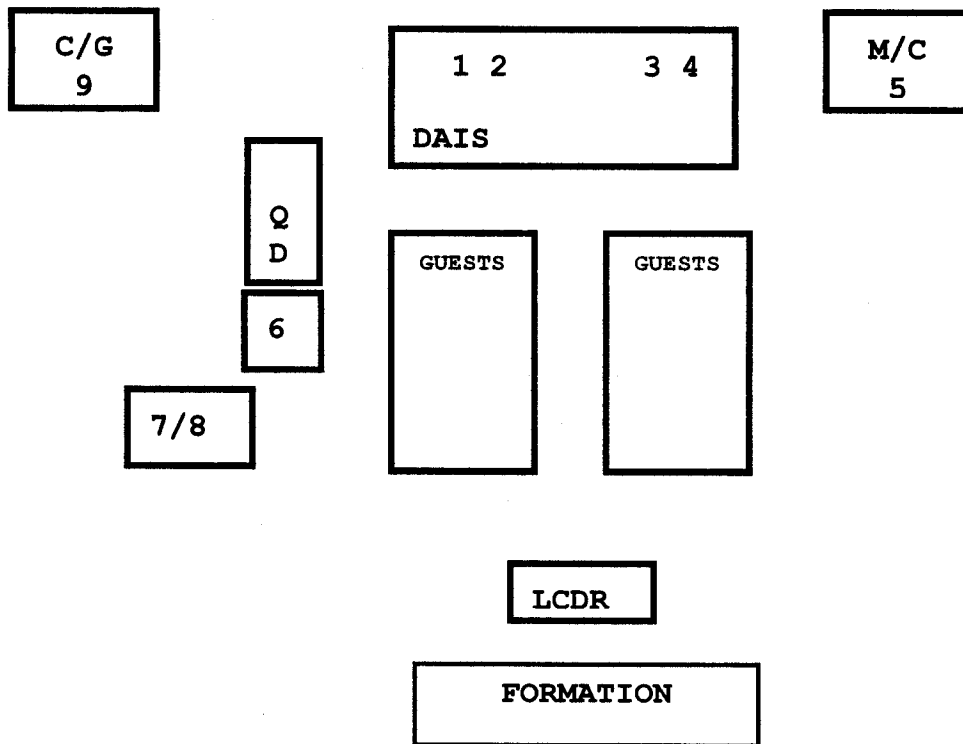
SOUND FOUR BELLS.   PIPE OVER.

CAPT RICKETTS   LCDR SAWDY-BOWES, TAKE CHARGE OF THE  
TROOPS AND CARRY OUT THE PLAN OF THE  
DAY

MC            LADIES AND GENTLEMEN, THIS CONCLUDES OUR  
CEREMONY.   A RECEPTION WILL BE HELD  
IMMEDIATELY FOLLOWING AT THE PENSACOLA  
NAVAL AIR STATION, MUSTIN BEACH OFFICERS'  
CLUB"



## COC AREA DIAGRAM



1. CDR Frusti
2. VADM Harms
3. CO
4. PCO
5. CDR Maitner
6. Side Boys
7. Bell Ringer
8. Boatswain's Mate
9. Ceremony Position of Flag Bearers

VIPS/CO FAMILY  
VIPS/GUESTS  
GUESTS  
GUESTS  
GUESTS  
GUESTS  
COC SIDE BOYS  
RET SIDE BOYS

PCO FAMILY/VIPS  
GUESTS  
FLAG BEARERS -10  
GUESTS  
GUESTS  
GUESTS  
GUESTS  
GUESTS

USHERS

USHERS

BAND/  
2<sup>ND</sup> LEVEL